

## PART 2700—ORGANIZATION AND FUNCTIONS

Sec.

2700.1 General statement.

2700.2 Organization.

2700.3 Functions.

AUTHORITY: 5 U.S.C. 301, 552; 7 CFR 2.81.

SOURCE: 47 FR 39128, Sept. 7, 1982, unless otherwise noted.

### § 2700.1 General statement.

This part is issued in accordance with 5 U.S.C. 552(a) to provide guidance for the general public as to the organization and functions of the Office of Information Resources Management.

### § 2700.2 Organization.

The Office of Information Resources Management (OIRM) was established on January 12, 1982. Delegations of authority to the Director, OIRM appear at 7 CFR 2.81. The organization is comprised of five headquarters divisions, an administrative staff and three computer centers to serve the Department. The organization is headed by the Director or, in the Director's absence, by the Deputy Director or, in the absence of both, by the Director's designee.

### § 2700.3 Functions.

(a) *Director*. Provides executive direction for OIRM. Develops and recommends Departmental information resources management principles, policies, and objectives; develops and disseminates Departmental information resources management standards, guidelines, rules, and regulations necessary to implement approved principles, policies, and programs; designs, develops, implements, and revises systems, processes, work methods, and techniques to improve the management of information resources and the operational effectiveness of the Department; provides telecommunications and automated data processing services to the Department's agencies and staff offices.

(b) *Deputy Director*. Assists the Director and, in the absence of the Director, serves as the Acting Director.

(c) *Administrative Management Staff*. Provides support for agency management regarding budget, accounting,

personnel, and other administrative matters.

(d) *Planning Division*. Defines, develops, guides, and administers the Department's long-range planning process for information resources.

(e) *Information Management Division*. Develops policy, standards and guidelines for collection, protection, access, use and management of information.

(f) *Review and Evaluation Division*. Reviews and evaluates information resources programs and activities of Department agencies and staff offices for conformance with plans, policies, and standards.

(g) *Agency Technical Services Division*. Advises and consults with and assists Department agencies and staff offices on activities related to the development and implementation of automated information systems.

(h) *Operations and Telecommunications Division*. Coordinates the development and implementation of programs for ADP and telecommunications resource planning within Departmental computer centers and the National Finance Center, and for the acquisition and use of Department-wide telecommunications facilities and services.

(i) *Departmental Computer Centers*. The following centers provide ADP facilities and services to agencies and staff offices of the Department.

(1) Washington Computer Center, 14th and Independence Ave., SW., Rm. S-107-South, Washington, DC 20250.

(2) Fort Collins Computer Center, 3825 E. Mulberry Street (P.O. Box 1206), Fort Collins, CO 80524.

(3) Kansas City Computer Center, 8930 Ward Parkway (P.O. Box 205), Kansas City, MO 64141.

## PART 2710—AVAILABILITY OF INFORMATION TO THE PUBLIC

Sec.

2710.1 General statement.

2710.2 Public inspection and copying.

2710.3 Indexes.

2710.4 Initial request for records.

2710.5 Appeals.

APPENDIX A TO PART 2710—LIST OF ADDRESSES

AUTHORITY: 5 U.S.C. 301, 552; 7 CFR 1.1-1.16.

SOURCE: 47 FR 39129, Sept. 7, 1982, unless otherwise noted.